

May 2, 2005

MEMORANDUM

To: Clerks, Commonwealth's Attorneys, Treasurers, Commissioners, Directors of Finance, City Managers and County Administrators
From: Bruce W. Haynes, Executive Secretary
RE: IMPORTANT DATES FOR MAY AND JUNE PAYROLL AND EXPENSE REIMBURSEMENTS

This memo is to inform you of important dates for submitting payroll and expense information toward the end of the fiscal year, and to remind you of changes to the reimbursement cycle approved by the 2002 General Assembly.

Each year, the reimbursement of the June payroll will be made in the month of July (falling into the new fiscal year). Actual reimbursements received by your locality from the Compensation Board, within the fiscal year time frame, will include June of the old fiscal year and July through May of the new fiscal year. To ensure that expenditures for this time period do not exceed available funds, expenditures from June 2004 have been debited against your FY05 budgeted funds. You may be required to reduce your May 2005 reimbursement request to avoid exceeding funds available for FY05. However, after the May payroll has been processed, funds will be available out of FY06 for the processing of June 2005 expenditures.

Although the schedule for the reimbursement of funds has changed somewhat from years past, the year-end time frame for the May and June reimbursement process remains the same. This will ensure that June reimbursements will be received by the locality as early as possible in the month of July. If you have any questions concerning the attached schedule, please call your program Technician.

You should review the available balances in SNIP on the 'Reimbursement Balance FY05 Authorized' screen to determine if funds are available to expend prior to year-end. Unexpended funds for equipment, WILL NOT be available for expenditure after processing the May payroll. Office expenses and part-time funds claimed on the June Reimbursement will be shown as FY06 expenditures. Therefore, you should request reimbursement for office expenses and part-time on the May reimbursement when possible to avoid leaving year-end balances.

Please forward this document to the individual responsible for entering data and/or certifying your online Payroll and Expense Report (SNIP).

We sincerely appreciate your cooperation and assistance in these matters.

Copy to: Robyn deSocio, Manager, Budget and Finance
Alice M. Coe, Manager, Customer Service
Linda Gutshall, Fiscal Officer
Charlotte W. Luck, Senior Budget Analyst
Paige Curtis, Senior Fiscal Technician, Clerks/Commonwealth's Attorneys
Kari Bullock, Senior Fiscal Technician, Treasurers/Commissioners
Rick Burkett, Senior Fiscal Technician, County Sheriffs
Kimberlee Goins, Senior Fiscal Technician, City Sheriffs & Superintendents

BWH/cmr

IMPORTANT DATES 2005

MAY 2005

- **MAY 2, 2005-** April 2005 (SNIP) Payroll & Expense Reimbursement screens will be available for certification.
- **May 6, 2005-** Officer & County/City Administrators must certify the April 2005 Payroll & Expense Reimbursements.
- **May 17, 2005-** Last day to send docket requests requiring Compensation Board action.
- **May 17, 2005-** Last day to enter fund transfer requests greater than \$50,000. You should check your available balances to determine if you have funds available to spend prior to year-end.
- **May 18, 2005-** May Docket Cut-off.
- **May 25, 2005-** Compensation Board Meeting.
- **May 27, 2005-** Last day to enter May 2005 CB10s (Personnel Changes) and fund transfer requests under \$50,000. You may also enter any known June 2005 Personnel Changes.
- **May 30, 2005-** Memorial Day.

JUNE 2005

- **June 1, 2005-** May 2005 Payroll & Expense Reimbursements available for certification.
- **June 2, 2005-** Send requests to transfer salaries of “Vacant” full-time positions you’re not planning to fill for the entire 2006 fiscal year.
- **June 3, 2005-** You must request reimbursement of Approved FY05 Equipment.
- **June 6, 2005-** Officer & County/City Administrators must certify May 2005 Payroll & Expense Reimbursement.
- **June 8, 2005-** This is the LAST day to enter June 2005 CB10s (personnel changes) and fund transfer requests not to exceed \$50,000.
- **June 10, 2005-** The June 2005 SNIP Payroll & Expense Reimbursements will be available for certification.
- **June 14, 2005 -** Last day to request turnover funds be moved to base office expense or part-time categories for FY2006.
- **June 15, 2005-** June Docket Cut-off.
- **June 16, 2005-** Officer & County/City Administrators must certify the June 2005 Payroll & Expense Reimbursements.
- **June 22, 2005-** Compensation Board Meeting.
- **July 6, 2005-** Circuit Court Clerks check or enter supplements and/or Fees.

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May 2, 2005

MEMORANDUM

To: Sheriffs, Superintendents, City Managers and County Administrators
From: Bruce W. Haynes, Executive Secretary
RE: IMPORTANT DATES FOR MAY AND JUNE PAYROLL AND EXPENSE
REIMBURSEMENTS

This memo is to inform you of important dates for submitting payroll and expense information toward the end of the fiscal year, and to remind you of changes to the reimbursement cycle approved by the 2002 General Assembly.

Each year, the reimbursement of the June payroll will be made in the month of July (falling into the new fiscal year). Actual reimbursements received by your locality from the Compensation Board, within the fiscal year time frame, will include June of the old fiscal year and July through May of the new fiscal year. To ensure that expenditures for this time period do not exceed available funds, expenditures from June 2004 have been debited against your FY05 budgeted funds. You may be required to reduce your May 2005 reimbursement request to avoid exceeding funds available for FY05. However, after the May payroll has been processed, funds will be available out of FY06 for the processing of June 2005 expenditures.

Although the schedule for the reimbursement of funds has changed somewhat from years past, the year-end time frame for the May and June reimbursement process remains the same. This will ensure that June reimbursements will be received by the locality as early as possible in the month of July. If you have any questions concerning the attached schedule, please call your program Technician.

Sheriffs and Regional Jail Superintendents should review their available balances in SNIP to determine if funds are available to expend prior to year-end. Unexpended funds for equipment, WILL NOT be available for expenditure after processing the May payroll. Office expenses and part-time funds claimed in the June Reimbursement will be shown as FY06 expenditures. Therefore, you should request reimbursement for office expenses and part-time on the May reimbursement when possible to avoid leaving year-end balances.

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